



## **Women's Business Development Center**

*Offices In Stamford, New Haven and Bridgeport*

203-353-1750 • 1-877-999-WBDC (9232) • Fax: 203-353-1084 • E-Mail: info@ctwbdc.org

### **SPRING 2003 SCHEDULE OF PROGRAMS**

#### **SMALL BUSINESS RESOURCE WORKSHOP**

Tuesdays, April 8, May 13, June 10

6:00pm to 8:00 pm The Ferguson Library, Stamford, CT

This 2-hour workshop provides you with information on all of the programs and services available at WBDC. Learn about specific areas important to the development of your business and how to choose the WBDC program that's right for you. Find out about our extensive network of local, state and national resources. Meet other aspiring and established entrepreneurs. This session will motivate and inspire you to transform your ideas into a practical action plan.

Seating Limited: Pre-Registration is required **FREE**

#### **CITIZENS BANK FASTTRAC NEW VENTURE PROGRAM**

April 24, May 1, 8, 15, 22, 29, June 5, 12, 19, 26

6:00 pm to 9:00 pm Gateway Community College, New Haven, Connecticut

FastTrac New Venture™ is designed for aspiring entrepreneurs. This program helps define and evaluate business ideas. Participants take a three-dimensional look at their concept as well as study issues such as: what additional opportunities exist for entrepreneurs? How can I market my new business? How do I price my products and services? How do I begin developing budgets? The program provides participants with a blueprint identifying the next steps toward entrepreneurial success. Students take the first steps in the Business Planning process by developing their feasibility plan, learning research skills they can apply to the workplace or any future business venture while gaining a network of entrepreneurial peers, valuable mentor relationships and a library of business reference materials that can apply to other situations and ideas.

Members \$405 Non-Members \$425 Includes Text/Workbook and CD Rom

**(Scholarships Available)**

#### **THE YELLOW DOOR . . . tools for a bright future!**

##### **CAREER ASSESSMENT, COMPUTER CLASSES, WORKSHOPS . . . and more.**

Small Classrooms ☀ Professional, Patient Instructors and Counselors

☀ Scholarships Available

#### **MICROSOFT EXCEL**

April 1, 8, 15, 22, 29

Instructor: Anne Altieri, CTS, LLC.

Afternoon Session 1:30-3:30, Evening Session 5:30-7:30

Members: \$199 Non-Members: \$219



**SAVE WHEN YOU  
REGISTER FOR BOTH  
EXCEL & POWERPOINT**

NON-MEMBERS: \$300

MEMBERS: \$265





#### **PRESENTATION DELIVERY SKILLS—HOW TO BE EFFECTIVE ON YOUR FEET**

##### **. . . a Yellow Door Professional Development Workshop**

Wednesday, April 16, 2003, 6:30 pm to 8:00 pm Ferguson Library, Stamford, CT

Do you feel nervous and unprepared when you have to speak in front of a group of people? This 90-minute workshop will introduce you to practical techniques for making the greatest impact minus the stress. Veronica Holz, WBDC's guest instructor and Organizational Development Consultant will teach you key skills for turning your fear into confidence.

**FREE**

<b>MICROSOFT POWERPOINT</b>			<b>Save when you register for both EXCEL &amp; POWERPOINT</b>  NON-MEMBERS: \$300 MEMBERS: \$265
May 13 <sup>th</sup> and May 20 <sup>th</sup> 2003 Instructor: Anne Altieri, CTS, LLC. Afternoon Session 1:30-3:30, Evening Session 5:30-7:30 Members: \$99 Non-Members: \$119			
<b>MICROSOFT OUTLOOK</b>			<b>Save when you register for both QUICKBOOKS &amp; OUTLOOK</b>  NON-MEMBERS: \$185 MEMBERS: \$165
June 17 <sup>th</sup> , 2003 Instructor: Anne Altieri, CTS, LLC. Afternoon Session 1:30-3:30, Evening Session 5:30-7:30 Members: \$49 Non-Members: \$59			
<b>“FOCUS” CAREER ASSESSMENT PROGRAM</b>			
By Appointment Only Carefully planned, one-on-one sessions with a professional career counselor will help you discover your true potential and define your goals for a practical action plan. Designed especially for WBDC clients by a team of esteemed professional career counselors, “Focus” is <u>affordable</u> , rewarding and realistic. Members: \$199 Non-Members: \$250 ( <b>Scholarships Available</b> )			
<b>WBDC MINI SERIES—BUSINESS PLANNING</b>			
Thursdays: May 15, 22, 29 6:00 pm to 9:00 pm WBDC at CT Works, Bridgeport, CT This 3-part mini series is designed to teach you about the process of writing a business plan or how to revise your current plan to meet changing goals. Debbie Clancy, Assistant Vice President of First Union National Bank will help you move your ideas from your head to paper in an organized, clear and convincing manner. Members: \$139 Non-Members: \$149 ( <b>Scholarships Available</b> ) Fee includes Business Plan Workbook			
<b>WBDC MINI SERIES—QUICKBOOKS</b>			
Mondays, June 2: QuickBooks I, June 9: QuickBooks II, June 16, QuickBooks III 6:00 pm to 9:00 pm Academy of Learning, Norwalk, CT Learn how to manage the finances of your business using the best financial management program for your small business. Workshop I is a QuickBooks Intro with accounting basics; Workshops II & III take you beyond the basics through the intermediate stages of QuickBooks and more. Members: \$139 Non-Members: \$149 ( <b>Scholarships Available</b> ) Fee Includes Manual on CD ROM			
			<b>Save when you register for both QUICKBOOKS &amp; OUTLOOK</b>  NON-MEMBERS: \$185 MEMBERS: \$165
<b>THE BUSINESS OF ART</b>			
Tuesday, June 24, 2003 9:30 am to 12:30 pm Peoples Bank, Bridgeport, Connecticut The Business of Art---This workshop is designed for the artisan or craftsperson who needs help taking their art to a business level. Learn how to transform your talent and passion into a thriving business venture. WBDC’s guest speaker, Deb Polydys, President of Strategic Management Resources, LLC will teach you the fundamentals of launching a business and turning your art into profits. Refreshments served. Members: \$49 Non-Members: \$45 ( <b>Scholarships Available</b> )			
<b>BUSINESS COUNSELING</b>			
Whether your business is a sole proprietorship or a small company, there are many challenges in growing that business and a WBDC counseling session can help you find solutions and save money. WBDC’s executive staff and over 25 professional partners comprise myriad areas of expertise in business and professional development with concentrations in marketing, public relations, human resources, legal, finance, accounting, nonprofit capacity building, and proposal writing. Call Danielle Lima for Complimentary consultation, 203-353-1750 ex. 14 or 1-877-999-WBDC outside the Stamford area.			
☆☆☆☆ <b>SCHOLARSHIP OPPORTUNITIES</b> ☆☆☆☆ Fees for programs and services are determined by a sliding scale, which is based on yearly income and the number of household members. To be considered call Danielle at 203-353-1750 or 1-877-999-9232			
 WBDC is partially funded by the U.S. Small Business Administration’s Office of Women’s Business Ownership (OWBO) & The Office of Financial Assistance. The OWBO is established to help women become full partners in economic development through small business ownership. SBA’s cooperation does not constitute or imply its endorsement of any opinions, products and/or services. Reasonable arrangements for persons with disabilities will be made if requested at least two weeks in advance. All SBA programs are extended to the public on a nondiscriminatory basis.			